



Now Accepting Applications for
MAINTENANCE AIDE

Temporary, Part Time, At-Will Employment

Hourly Pay

(A) \$13.47 (B) \$14.15 (C) \$14.86 (D) \$15.60 (E) \$16.38

Filing Deadline: February 03, 2016 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION: The Maintenance Aide will perform routine and repetitive maintenance manual tasks in the areas of building, grounds, streets, parks, and various City facilities; and perform related work as assigned. This position is closely supervised by a full time staff member of the Public Works Maintenance Division.

QUALIFICATIONS

Experience:

Six months of performing heavy manual labor and use of basic power tools.

Education:

Completion of the twelfth grade or equivalent.

License or Certificate:

Possession of a valid California Driver's license.

Knowledge of:

Basic safe work and efficient practices; basic operation of normally used equipment and power tools; basic labor and maintenance work.

Ability to:

- Understand and follow oral and written instructions.
- Maintain discipline and enforce rules and procedures.
- Perform all physical aspects of assigned duties including but not limited to lifting, reaching, carrying, kneeling, stooping, crawling, squatting, climbing, balancing, pulling, and pushing.
- Deal tactfully with those contacted in the course of work.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

Essential

- Perform routine unskilled, heavy manual laboring work in street maintenance such as cleaning gutters, drains, ditches, catch basins, creeks, and culverts.
- Assist in repairing street surfaces by spreading, raking, or shoveling asphalt or other materials.
- Perform grounds maintenance such as picking up rubbish, raking leaves, mowing and watering lawns, and pulling weeds.
- Load and unload materials, supplies, and equipment.
- Drive a City vehicle and operate basic power tools.

- Assist in building and facilities maintenance tasks such cleaning debris, litter, trash, and other janitorial duties.
- Maintain safe conditions of equipment and power tools and report need for repairs.

Important:

- Perform related duties as assigned.

APPLICATION/SELECTION PROCEDURES

Applications will be accepted online at www.CalOpps.org. Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

Tentative Application Schedule:

Wednesday 02/03/16 – Application Deadline

Wednesday 02/17/16 – Panel Interviews

Week of 02/22/16 -- Background/Pre-Employment Physical

Week of 03/01/16 – Potential Hire Date